**St John the Baptist Roman Catholic Primary School, Dartmouth**

**Local Governing Body**

**Tuesday 21/07/2020, 1:30pm**

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| **Attendee** | **Initials** | **Role** | **Time joined / left if not present for full meeting** |
| Elizabeth Hamilton | EH | Head Teacher |  |
| Laura Upton | LU | Chair |  |
| Karen Moseley | KM | Vice Chair |  |
| Angela Simmonds | AS | Parent Governor | Apologies |
| Natalie Jackson | NJ | Staff |  |
| Angela Robinson | AJ | Foundation |  |
| Mike Robinson | MJ | Foundation |  |

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| **In attendance** | **Initials** | **Role** |
| Judith Muir | JM | Clerk |

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| **Minutes to** | |
| Attendees |  |
| Apologies |  |
| Helen Laird, Plymouth CAST |  |
| Helen Bridges, St John’s Admin |  |

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1**  **1.2** | **Chairs Business**  Strict time limit to this meeting held via Zoom.  **Opening prayer**  EH lead prayer.  **Clerk’s update**  No update. |  |
| **2**  **2.1** | **Matters arising from previous minutes**  No matters arising, minutes approved (KM/NJ).  **Declaration of Business Interests**  None declared. |  |
| **3** | **Leadership / H&S**  EH referred the group to the Risk Assessment for ‘Covid-19 Guidance for Full Opening September 2020’ and highlighted the following points:   * Stagger drop-off and collection times.   *Q (LU): Will there be a one-way system when entering the school? A (EH): Bubbles 1 & 2 will enter through the rainbow gates and Bubble 3 through their own classroom door. Children will not be permitted to walk around the school. They will stay in their bubble for the entire school day.*   * Face coverings not to be worn in school. * Encourage parents not to gather at drop-off and collection times by staggering the times. * There will be no whole school assemblies/Acts of Worship. Instead, assemblies will be held in classrooms and whole school assemblies/worship will be via Zoom. * The school will be divided into 3 bubbles. * Outdoor space to be used as much as possible. * Lunch will be eaten in class. * There will be a fire drill in the first few weeks of term. * Paediatric First Aid training is scheduled for all support staff on the first two days back * After school clubs to be kept within Bubbles. * Sports club will be a mix of all Bubbles but be the same, consistent group. * 1 member of staff allowed in the staff room at a time. * All staff have received Risk Assessment, new TA’s will get copy in advance of starting in September. * PPE available for dealing with suspected case of COVID-19 (and procedures in place for safe disposal).   *Q (LU): Will the caretaker be doing extra hours when school reopens? A (EH): No. Staff will carry out extra cleaning (eg door handles and tables). Cleaning will be logged and checked.*   * Increase in hygiene routines for children. * Staff will physically distance themselves as much as possible from children. * Classrooms will be well ventilated with doors and windows open as much as possible.   *Q (KM): Will the children have an assembly when they come back to school? A (EH): Yes, there will be a whole school assembly but not in the hall. Assembly will be via Zoom or in the classroom.*  *Q (NJ): You’ve sent a letter to the parents. Will you send a simplified version of the letter to the children?*  *A (EH): No but we have shared resources with parents so that they can in-turn share these with their children as part of a conversation about returning to school and we will be doing lots of work on mental health and the children’s experiences of Covid when they return to school.*  *Q (LU): Is there any teacher training planned in the new term? A (EH): Yes; First Aid, Read-Write-Inc, Catholic Life. As part of the Read-Write-Ink programme, there may be 1 or 2 children that may have to mix bubbles.*   * There is an addendum to the Behaviour Policy which is available on the website. * No school trips are planned for the Autumn term at present. * Extra mental health awareness and support delivered through PSHE. * School Councillor has continued to support families throughout lockdown. This has extra support has been beneficial and appreciated. * There is a change to catering arrangements. Plymouth CAST have contracted NORSE (based in Harbertonford) to supply school meals.   *Q (LU): Will Zoom still be used when the new school year starts in September? A (EH): Possibly – anywhere that we can reduce the risk, we will.* |  |
| **4**  **4.1** | **RE**  **DSEF**  EH advised the group that she will be submitting DSEF to Plymouth CAST by Friday. The report includes:   * An increase in school numbers. * The number of EHCP’s is above National average. * Since November 2019, a new Priest from Kingsbridge has started serving the school and the school is looking forward to more clergy input. * In response to ‘Key issues from previous Section 48 inspection and/or monitoring visit’, EH described how Parish links are beginning to strengthen. This has been achieved by inviting local parishioners to attend school events and liturgies and also the school getting involved with local charities and events. In February 2020, we welcomed two new Foundation Governors with strong links in the parish – Angela (AR) and Mike Robinson (MR). * MR noted that the challenge going forward is how to continue strengthening parish links with Covid-19 restrictions. * MR intends to meet with the Bishop to discuss ways of getting greater clergy input / links with the school. * AR and MR have completed training ‘Catholic Life’ who considered it a well structured and worthwhile course. NJ reported that she is currently doing this course and KM stated she intends to do this over the summer break. * In the new autumn term, a new Catholic scheme, ‘Come and See’, will be rolled out.   **Catholic Life**   * EH told the group that the school performs strongly in this area. * EH has recently attended remote training about the rolling out of the new curriculum and staff will access the ‘Sharing the Kingdom’ training in September. This training is to be used to encourage the children to care more about society and to empower them to make a difference - for example, the history curriculum will be adapted and made relevant by drawing comparisons to current events such as Black Lives Matter.   *Q (LU): Will the pupil chaplaincy continue in the new school year, with the same group of children?*  *A (EH): Yes, this will continue and with the same children as these children have trained for it and it makes child lead worship more meaningful.* | NJ / KM |
| **5**  **5.1** | **SEND**  3 out of 4 EHCP children have attended school during the lockdown. The 4th has a medical condition and hasn’t returned. We have submitted another request for an EHCP. We have allowed any child on the SEND register to return to school during the Summer term if the parents have requested it as we have recognised the increased vulnerability of SEND pupils. We are hoping that Health professionals such as the speech and language therapist can return to supporting pupils in school from September.  **Pupil Premium**  EH referred the group to the ‘Pupil Premium strategy statement 2020-21’. This document shows:   * There are 10 pupil premium children, 3 are adopted. * The role of the school councillor will continue. * Read, write, inc is being rolled out. * Extra support is being made available in the classroom. * Forest School to optimise outdoor learning.   *Q (LU): How are the free school meals operating at present? A (EH): School children up to Year 2 get Universal free meals when they attend school. These children have not qualified for meal vouchers during lockdown. FSM families(Universal credit, less than £7000 or job seeker allowance) have qualified for vouchers but once the children return to school, these become meals. From September the vouchers will stop as all children should be in school.* |  |
| **6** | **Safeguarding**  See risk assessment referred to in Item 3, with particular regard to mental health and on-going support from school councillor.  Safeguarding training for Governors will be available for Governors and discussed in the new academic year. Plymouth CAST has bought SSS training for the Safeguarding Governor and Chair to access. |  |
| **7** | **Training**  MR reported back to the group that the recent Catholic Life course that he and AR had completed was well constructed and easy to follow. The content was interesting and that:   * Module 1 explored the development of the structure of the years. * Module 2 gave some depth to the background of how school and Governors work together.   NJ added that she has done Module 1 and also found it interesting and accessible to all, whatever your background. |  |

**Meeting closed:** 2:10pm.

**Next meeting:** September 2020, exact date tbc